



St David's Prep

SCHOOL BUSINESS MANAGER

CANDIDATE PACK



Overview of the Role

The Business Manager is a key member of the Senior Leadership Team (SLT), responsible for the strategic and operational management of all non-teaching functions of the school. The SBM is responsible for providing leadership and management of school support staff. Responsibilities included finance, HR, compliance, health and safety, site and administration to ensure the school runs efficiently and supports its educational objectives.

Reports to: Head and SLT

Responsible for:

- Administration Team
- Site Management Team
- Contractors, i.e.
Cleaning/Catering/Grounds
Contractors

Hours, Salary & Benefits:

Hours: Full time role, year round

Salary: Competitive salary

Benefits:

- 5% employer pension
- EV scheme with Octopus
- Cycle to work scheme and shopping discount card
- Means tested staff discount
- Free lunch if working in one of our schools
- 25 days holiday + bank holidays pa
- Access to the group's counselling scheme
- Personal accident at work cover
- Access to fully funded apprenticeships
- Discretionary Christmas stand down

Application & Important Information

Applicants should complete the school's application form and submit it to Mrs Julia Foulger, Head - head@stdavidsprep.com

Alternatively, you can apply on eteach. [Link here.](#)

Application Deadline: 6th March 2026

Interview Date: 16th March 2026

Applications will be viewed as they arrive. This role will commence in September 2026.

If you have any further queries about this role, or need assistance with your application, please contact Molly Rees, Talent Acquisition Partner - HR@Wishford.co.uk

An enhanced DBS disclosure and references will be required for this post.



Job Description

Strategic Leadership

- Be an ambassador for the school and promote the school's aims and ethos
- Attend SLT meetings
- Oversee and manage the smooth running of the school
- Plan and manage change in accordance with the School Development Plan
- Work with other Wishford personnel within the group to share best practice

Financial Management

- Support the Wishford finance team with the preparation of termly invoices
- Be responsible for accounts payable, including: the management of purchase orders, ensuring correct authorisation procedures are followed before the placing of orders
- Agree on invoices received against purchase orders
- Providing invoices to the finance team on a timely basis
- Manage the collection of information for staff payroll and expenses, including proper authorisation of overtime/expenses
- Support the finance team with the preparation and management of annual budgets
- Manage the agreed budget, ensuring sustainability and value for money
- Ensure that the financial policies and procedures of the group are fully implemented
- Monitor catering budgets and ensure value for money is achieved
- Manage Early Years funding
- Work with marketing to actively pursue additional income streams and opportunities

Regulatory Compliance, including Health and Safety

- Maintain a thorough understanding of the regulatory framework, including the Independent School Standards, the EYFS, Health & Safety requirements, etc
- Ensure the school complies with Health and Safety legislation and chair the termly committees
- Maintain risk assessments and emergency procedures
- Manage the system for monitoring and updating School Policies
- Establish systems to monitor, measure and report health and safety issues to the SLT team, Governance and, where appropriate Health and Safety Executive
- Ensure the Health and Safety policy statement is clearly communicated and available to all stakeholders

Human Resource Management

- Manage recruitment, contracts, onboarding and staff compliance (including DBS checks)
- Manage personnel files, including overseeing and verifying pre-employment checks
- Responsible for maintaining the Single Central Register
- Assist with the process of appraisal, staff development, grievance, disciplinary and redundancy procedures, taking specialist advice to ensure compliance with legal and regulatory requirements
- Manage and record staff holidays and sickness in line with school policy
- Liaise with Wishford HR personnel, as required



Facilities & Property Management

- Plan, direct and supervise the site team in the management of the school buildings and grounds, ensuring the correct prioritisation, planning and completion of maintenance works across the school year
- Manage contracts and service agreements for utilities and facilities
- Ensure security and efficient use of resources
- Responsible for liaising with sub-contractors
- Responsible for the ordering of maintenance and grounds materials, delegating where necessary to the site team
- Manage internal and external events, including liaising with school staff, PTA and external hirers

Administration and IT

- Lead the administration team to deliver efficient support services
- Overseas data protection (GDPR) compliance
- Implement and review administrative systems for continuous improvement

Person Specification

- Good general education, including GCSE in Maths and English
- Willingness to undertake further training, as required
- Experience of managing staff
- Understanding of health and safety legal requirements
- Ability to communicate confidently with all stakeholders and think strategically
- Strong IT skills, including a good working knowledge of Excel, Word and Outlook
- Ability to prioritise tasks and work under pressure
- Ability to think creatively and problem-solve
- Ability to work independently with initiative and as a team member

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



St David's Prep

St David's Prep is an independent prep school situated in West Wickham. It is a selective, co-educational day school with a happy family atmosphere. We cater for children from 3 to 11 years old. Our aim is to develop the academic and social potential of each child to the full.

St David's is a member of Wishford Schools. Under the leadership of Head, Julia Foulger the school opened a new building in Autumn 2026 with investment and support from the Wishford Group. This development has provided us with eight spacious new classrooms, inspiring outdoor learning spaces, a library, breakout space, and a new kitchen. In addition, several other spaces have been repurposed and upgraded, including a music studio and two practice rooms.

For more information, please look at our website www.stdavidsprep.com

Wishford Education

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit:

www.wishford.co.uk

